

NAVAL SAFETY

CENTER

INTERIM CHANGES

TO

OPNAVINST 5100.25A

RTTUZDKW RUCOPAW0706 2021643-UUUU--RUCOSUU.

ZNR UUUUU

R 101643Z JUL 95 ZDK ZUI USS CHANCELLORSVILLE 181156ZJUL95

FM COMNAVSAFECEN NORFOLK VA//40/46//

TO ALSAFE

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UNCLAS //N05100//

MSGID/GENADMIN/COMNAVSAFECEN/40-706/JUL//

SUBJ/CHANGE 1-3 TO OPNAVINST 5100.25A NAVY RECREATION,
ATHLETICS AND HOME SAFETY PROGRAM//

REF/A/DOC/OPNAV/25SEP90//

NARR/REF A IS OPNAVINST 5100.25A WITH INTERIM CHANGES 1-1

DTD 29JUL92 AND 1-2 DTD 13APR95.//

POC/MR. MICHAEL BROWNLEY/DSN 564-5748/-/NAVSAFECEN 46/(804)444-
5748//

RMKS/1. MAKE THE FOLLOWING PEN AND INK CHANGES TO REF (A):

A. CHANGE REF (A) TO READ: "NAVY SAFETY AND OCCUPATIONAL SAFETY
AND HEALTH PROGRAM"

B. CHANGE REF (E) TO READ: "OPNAVINST 5100.23D, NAVY
OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM MANUAL"

C. CHANGE REF (F) TO READ: "OPNAVINST 5100.19C, NAVY
OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM MANUAL FOR FORCES
AFLOAT"

D. CHANGE REF (G) TO READ: "BUPERSINST 1710.20, ADMINISTRATION
OF NAVY SPORTS PROGRAMS"

E. CHANGE REF (H) TO READ: "BUPERSINST 1710.19, AQUATIC
PROGRAMS AND FACILITIES"

F. CHANGE REF (I) TO READ: "OPNAVINST 1700.9D, CHILD
DEVELOPMENT PROGRAMS"

G. CHANGE REF (J) TO READ: "BUPERSINST 1710.21, NAVY YOUTH
RECREATION PROGRAM"

H. ADD PARA 5.C(4)(M) TO READ: "IN-LINE SKATING - ANSI APPROVED
HELMETS FOR SKATERS ON STREETS, ROADWAYS AND PUBLIC ACCESS AREAS
SUCH AS PARKING LOTS. ALL SKATERS SHALL WEAR LIGHT COLORED
CLOTHING. DURING RESTRICTED VISIBILITY CONDITIONS REFLECTIVE
CLOTHING SHALL BE WORN. ELBOW PADS, KNEE PADS AND GLOVES ARE
STRONGLY RECOMMENDED. SKATING ON STREETS AND ROADWAYS AND AT
NIGHT WILL BE DONE IN ACCORDANCE WITH BASE REGULATIONS."

(I) PARA 5.C(4)(N) TO READ: "IN-LINE HOCKEY - FOR NAVY
ACTIVITIES SPONSORING IN-LINE HOCKEY, RECOMMEND PLAYERS WEAR
APPROVED HOCKEY HELMET, FULL FACE PROTECTION, MOUTHPIECE, ELBOW
PADS, HOCKEY GLOVES, KNEE AND SHIN PROTECTION, AND A PROTECTIVE
CUP. THROAT AND CHEST PROTECTION IS ALSO ADVISED. ORGANIZED
LEAGUE PLAY SETS SPECIFIC REQUIREMENTS FOR PLAYERS UNDER 18 YEARS
OF AGE AND FOR GOALIES. RULES, REGULATIONS AND RINK
SPECIFICATIONS ARE AVAILABLE FROM USA IN-LINE HOCKEY, (719) 599-
5500, OR THE NATIONAL IN-LINE HOCKEY ASSOCIATION, (800) 358-
6442."//

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FM COMNAVSAFECEN NORFOLK VA//40/46//

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UNCLAS //N05100//

MSGID/GENADMIN/COMNAVSAFECEN/40-395/APR//

SUBJ/INTERIM CHANGE 1-2 TO OPNAVINST 5100.25A NAVY RECREATION,

ATHLETICS AND HOME SAFETY PROGRAM//

REF/A/DOC/DOD/22NOV94//

REF/B/DOC/OPNAV/25SEP90//

NARR/REF A IS DODINST 6055.4 DTD 22NOV94. REF B IS OPNAVINST 5100.25A WITH INTERIM CHANGE 1-1 DTD 29JUL92.//

RMKS/1. THIS INTERIM CHANGE REINFORCES BICYCLE SAFETY AND CANCELS THE PRACTICE OF ALLOWING RECREATIONAL BICYCLISTS TO RIDE ON DON PROPERTY WITHOUT APPROVED BICYCLE HELMETS.

2. DISCUSSION. REF A REQUIRES EMPHASIS OF BICYCLE SAFETY THROUGHOUT THE DEPARTMENT OF DEFENSE AS AN IMPORTANT PART OF EACH DOD COMPONENT'S TRAFFIC SAFETY PROGRAM. MANDATORY USE OF APPROVED BICYCLE HELMETS BY ALL PERSONNEL INCLUDING DEPENDENTS WHO RIDE BICYCLES ON DOD INSTALLATIONS IS REQUIRED. ONLY WORKERS OPERATING BICYCLES IN AREAS THAT REQUIRE THE USE OF ANSI APPROVED HELMETS FOR PROTECTION FROM FALLING AND FLYING OBJECTS ARE ALLOWED TO USE THOSE HELMETS INSTEAD OF APPROVED BICYCLE HELMETS.

3. ACTION. MAKE THE FOLLOWING PEN AND INK CHANGES TO REF B:

PARA 5.C.(4)(B), BICYCLING - ANSI OR SNELL MEMORIAL FOUNDATION APPROVED BICYCLE HELMETS FOR RECREATIONAL BICYCLISTS INCLUDING DEPENDENTS RIDING ON STREETS AND ROADWAYS. ALL BICYCLISTS SHALL WEAR LIGHT COLORED CLOTHING. DURING RESTRICTED VISIBILITY CONDITIONS SUCH AS DARKNESS, FOG OR RAIN, REFLECTIVE CLOTHING WILL BE WORN. WORKERS RIDING BICYCLES IN AREAS THAT REQUIRE THE USE OF ANSI-APPROVED HELMETS (HARD HATS) FOR PROTECTION FROM FALLING AND FLYING OBJECTS ARE ALLOWED TO USE THOSE HELMETS INSTEAD OF APPROVED BICYCLE HELMETS.//

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CORRECTED COPY

**DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350**

**OPNAVINST 5100.25A
OP-09F
25 September 1990**

OPNAV INSTRUCTION 5100.25A

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: NAVY RECREATION, ATHLETICS
AND HOME SAFETY PROGRAM

Ref: (a) OPNAVINST 5100.8G, Navy Safety and Occupational Health Policy
(b) DOD Directive 1000.3, of 29 Mar 79 Safety and Occupational Health Policy for the Department of Defense (NOTAL)
(c) SECNAVINST 5100.10G, DON Policy for Safety, Mishap Prevention and Occupational Health Programs (NOTAL)
(d) NMPCINST 5890.1, Risk Management Manual for Navy Recreational Services Nonappropriated Fund Activities
(e) OPNAVINST 5100.23B, NAVOSH Program Manual
(f) OPNAVINST 5100.19B, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
(g) NMPCINST 1710.7A, Administration of Navy Sports Program
(h) NMPCINST 1710.6A, Aquatic Programs and Facilities (NOTAL)
(i) OPNAVINST 1700.9C, Child Development Program (NOTAL)
(j) NMPCINST 1710.8A, Navy Youth Recreation Program (NOTAL)
(k) OPNAVINST 5100.12F, Issuance of Navy Traffic Safety Program
(l) OPNAVINST 6110.1D, Physical Readiness Program
(m) OPNAVINST 5102.1C, Mishap Investigation and Reporting

1. Purpose. To establish policy and procedures and provide guidance and resources for

implementation of the Navy Recreation, Athletics and Home Safety Program per reference (a). This instruction is a complete revision of OPNAVINST 5100.25 and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5100.25.

3. Background. Reference (b) established Department of Defense safety programs to protect personnel from accidental death and injury, including mishaps which occur during recreational activities. Reference (c) provides additional guidance and assigns the responsibility to the Chief of Naval Operations for accident prevention and safety program development including a Navy safety program involving sports and home-related hazards.

4. Applicability. This program applies to all Navy military personnel, ashore and afloat, on or off base. It also applies to any person, including civilians and Navy military dependents participating in recreational or athletic activities on government property. Also included are all participants in command-sponsored events on or off base.

5. Responsibilities

a. Reference (a) designates Commander, Naval Safety Center (COMNAVSAFECEN) as the program manager for recreation, athletics and home safety. He is responsible to develop program guidance, provide support and assistance, and monitor all aspects of recreation, athletics and home safety for the Navy. On request, COMNAVSAFECEN will conduct safety surveys and provide technical guidance to assist commands.

b. Commander, Naval Military Personnel Command (COMNAVMIIPERSCOM) is assigned the responsibility of providing general supervision and technical administrative guidance for all recreational services programs by reference (d). To fulfill this responsibility,

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COMNAVMILPERSCOM will ensure potential hazards are evaluated in the design, operation and maintenance of facilities and equipment. He will also ensure facilities personnel are provided safety training appropriate to their tasks and program responsibilities to enhance safety.

c. All commanders, commanding officers and officers in charge will implement an active and comprehensive recreation, athletics and home safety program. A recreation, athletics and home safety (RAHS) program manager will be designated in writing and shall be knowledgeable of the references cited in this instruction. Program requirements include the following:

(1) Participation in Council Meetings.

Attendance of the RAHS program manager in quarterly Occupational Safety and Health (OSH) meetings or Safety Council meetings for forces afloat, established by references (e) and (f), is required. Involvement is for the purpose of identifying and recommending improvements for specific naval recreation, athletics and home problem areas. Participation is also for the purpose of promoting recreation, athletic and home mishap prevention and hazard awareness information. From council discussions and recommendations, new or revised policies and procedures can be developed to enhance local mishap prevention efforts. Tenant commands shall maintain liaison with host activities having ownership of morale, welfare and recreation (MWR) facilities and equipment to facilitate local information exchange.

(2) Facilities and Equipment

Evaluation. Recreational facilities and equipment used by military patrons and dependents will be of safe design and provide a safe and healthful environment for patrons as well as workers.

(a) Plans and specifications of recreational facilities will be reviewed prior to acquisition to ensure hazards are eliminated. The RAHS program manager should participate with cognizant safety professionals and industrial

hygienists in the review process. Recommendations for improvements shall be submitted in writing to the cognizant purchasing authority.

(b) Recreational and athletic equipment purchased for Navy use shall conform, as applicable, with safety guidelines established by nationally recognized consensus agencies such as American National Standards Institute (ANSI) for tools, Consumer Product Safety Commission (CPSC) for playgrounds and regulations cited in reference (g). Departments purchasing this equipment should ensure accomplishment of this task. A comprehensive list of consensus standards is available from Commander, Naval Safety Center (Code 46).

(3) **Inspections.** Recreational facilities and equipment will be inspected at least annually. Trend analysis will be conducted locally to determine the need for more frequent inspections of facilities which can be hazardous, including swimming pools, marinas, automotive and woodworking hobby shops, and athletic areas. Inspections should be conducted jointly by competent safety and health personnel, and the designated RAHS program manager to identify hazards and to ensure abatement is implemented. Inspection criteria identified in reference (h) will be used for swimming pools and waterfront areas. For other recreational facilities, Navy standards will be cited where applicable. In cases where no Navy standards are available, the consensus standards adopted for Navy use in references (e) and (g) will be used. A summary of these standards and other requirements for program administration, recreational activities, facilities and the home is available from the Naval Safety Center. Child Development Centers and Navy Youth Programs will be inspected as required by references (i) and (j). A written report of all facility inspections will be provided to the official in charge of the operation inspected no later than 15 working days following completion of the inspection. Deficiencies will be included in the formal activity hazard abatement plan in accordance with reference (e). Follow-up inspections will be conducted to verify corrections have been made. Correction of

recreational facility and equipment hazards is the responsibility of the facility's parent command.

(4) Personal Protective Equipment (PPE). Use of PPE will be required and enforced for all hazardous recreational activities when personnel are either on or operating government property or participating in command-sponsored events. As a minimum, the following activities require the PPE indicated:

(a) Battery Charging/Dip Tank Parts Cleaning – ANSI approved eye, face, hand and body protection.

(b) Bicycling – ANSI or Snell approved helmets for bicyclists on streets and roadways. For military housing areas, usage is strongly recommended. All bicyclists will wear light colored clothing (during reduced visibility conditions, reflective clothing will be worn).

(c) Boating – U.S. Coast Guard approved personal flotation devices shall be worn by operators and passengers of MWR watercraft while underway.

(d) Boxing – Mouth guard, U.S.A. Amateur Boxing Federation approved protective headgear, gloves and groin protector for sparring and competition.

(e) Hunting – Blaze orange clothing in accordance with naval station requirements or state law.

(f) Jogging – When jogging on roadways, light colored clothing will be worn (during reduced visibility conditions, reflective clothing will be worn). Additional precautions are cited in reference (k).

(g) Photo Developing – ANSI approved eye, face, and body protection as required by Material Safety Data Sheets (MSDS).

(h) Power Tool Operations – ANSI approved eye, face and hearing protection for hazardous noise producing equipment.

(i) Racquetball – American Amateur Racquetball Association approved wraparound lensed eye protectors.

(j) Spray Painting – National Institute for Occupational Safety and Health (NIOSH)/Mine Safety and Health Administration (MSHA) approved and fit-tested respiratory protective equipment for hazardous substances.

(k) Target Shooting – ANSI approved protective eyewear and hearing protectors.

(l) Welding – ANSI approved protective head, eye, face, hand and body protection.

(5) Training. Education is vital to the success of any safety program. Hazard awareness and qualification training will be conducted to ensure individuals are aware of specific hazards, PPE requirements, and procedures for protecting themselves in recreation, athletic and home environments.

(a) Hazard Awareness Training. RAHS program managers will ensure training of military personnel is conducted quarterly, at a minimum. Participation of civilian personnel is recommended. This training should be conducted by work place supervisors and department/division safety supervisors for forces afloat. It will be seasonably and geographically appropriate. Training in association with nationally recognized safety campaigns such as Safe Boating Week is recommended as are pre-season sports clinics. Information concerning physical fitness education is available from Command Fitness Coordinators, in accordance with reference (1). Accident trends identified in command mishaps also provide useful information for the reduction of lost-time injuries. The Naval Safety Center's Recreation, Athletics and Home Safety Resource Manual (NOTAL) lists major safety observances and contains information appropriate to the conduct of hazard awareness training. Included are lesson plans, fact sheets detailing hazardous items and

products around the home, and listings of additional information sources. Resource manuals are available from Commander, Naval Safety Center (Code 46), Naval Air Station, Norfolk, VA 23511-5796. Dependents, in attendance at child development and youth centers, will also be provided hazard awareness training. It is recommended staffs of these facilities provide the training. Training will be provided, as appropriate, on the following topics:

1. Recreation Safety

- a. firearms
- b. physical fitness
- c. water sports

2. Athletics Safety

- a. basketball
- b. football
- c. racquetball
- d. softball

3. Home Safety

- a. child safety
- b. power tools
- c. slips and falls
- d. home and vehicle repair

4. Substance Abuse

(b) Qualification Training. Patrons using equipment in Navy automotive and wood-working hobby shops, and recreational watercraft are potentially exposed to high hazard activities. Their qualifications for each of these activities will be noted and evaluated. MWR staff members will ensure patrons are qualified to safely operate power tools, hydraulic lifts, spray

paint booths and watercraft. Training should be conducted by competent MWR staff members. A record of qualification will be maintained. Safety precautions, equipment guards and PPE will be emphasized.

1. The health hazards associated with spray painting operations require additional precautions. Patrons shall be advised in writing of the hazards to which they may be exposed. They will be required to wear appropriately designed and fitted respiratory protective equipment and be given instructions on its use. Patrons will also be observed throughout the spray painting evolution. Safety or health personnel should establish local policies to determine if patrons will be required to undergo a medical examination prior to spray painting.

2. Qualification training for watercraft will include basic rules of the road, knowledge of personal flotation devices, applicable safety requirements and emergency procedures. Successful completion of a small boat safety course, such as offered by the U.S. Coast Guard Auxiliary, is evidence of qualification.

(6) Recordkeeping of Training.

Training records will be maintained by each command for all personnel for two years. Documentation will include a log of scheduled training, dates of training and names of attendees. For child development and youth centers, topic and date is sufficient. Each department should maintain its own training records. These records will be available for annual inspections.

(7) Mishap Investigation and Reporting. Reference (m) establishes the requirement for investigation and reporting of mishaps involving Navy military and civilian personnel. Fatalities and injuries to any person, including military dependents, which occur on government property or in conjunction with command-sponsored events off government property shall also be reported. These mishaps

will be reported in accordance with paragraph 301f, Special Cases, of reference (m) (Symbol OPNAV 5102-1 applies). Liaison between the naval activity RAHS program manager, MWR facility manager, medical command and tenant command RAHS program managers will be established to facilitate mishap trend analyses and corrective actions.

d. Upper echelon headquarters will conduct Recreation, Athletics and Home Safety Program Management Evaluations for Forces Ashore and Command Inspections for Forces Afloat. Adequacy of procedures used in conducting facility inspections and the degree to which other program requirements are being met will be assessed. Written reports shall be provided the parent command inspected to ensure correction of deficiencies. Procedures shall be established by headquarters activities to follow-up on the corrective actions.

6. **Action.** All commands will establish a recreation, athletics and home safety program in accordance with this instruction.

7. **Reports.** The reporting requirements contained in paragraphs 5c(3) and 5d are exempt from reports control by SECNAVINST 5214.2B.

J. H. FINNEY
Special Assistant for Safety Matters

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